

**COUNCIL**

Wednesday, 18 April 2018

**MEMBER DEVELOPMENT 2017/18 UPDATE REPORT (REP1832)****EXECUTIVE SUMMARY**

1. The Member Development update report provides an overview of Member Development activity for the 2017/18 municipal year and the associated costs involved in providing the training.

Is the report Open or Exempt?	Open
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<b>Wards Affected:</b>	All Wards within the District
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<b>Cabinet Member:</b>	Councillor Mark Bee Leader of the Council
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<b>Supporting Officer:</b>	Anna Photi Democratic Services Officer 01502 523614 <a href="mailto:anna.photi@eastssuffolk.gov.uk">anna.photi@eastssuffolk.gov.uk</a>
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## 1 INTRODUCTION

1.1 The Council operates a Member-led Member development process which is overseen by a cross-party Member Development Steering Group and supported by the Democratic Services Team.

1.2 The Council was awarded the “Charter Mark” status for Elected Member Development in February 2009 and was subsequently awarded the “Charter Plus” status in November 2009. Successful reaccreditation was achieved in 2011, 2013 and 2017.

1.3 The re-achievement of the Charter Plus status in 2017 for a further three years means that the new East Suffolk Council, once created in 2019, will also hold Charter Plus status.

### 1.4 Joint Member Development Programme

A Joint Member Development Programme has been in place since 2012. The joint programme offers training and development opportunities at both Waveney District Council and Suffolk Coastal District Council, which are tailored to each authority as required and open to Members from across both authorities to attend. This provides greater flexibility and consistency in Councillor Development. Training and briefing sessions offered during 2017/18 are summarised in Appendix A. Appendix B outlines the draft proposed Joint Member Development Programme for 2018/19.

### 1.5 Member Development Steering Group

A cross-party Member development Steering Group (MDSG) oversees Member Development ensuring that the process is Member led. The MDSG Members are Councillors Mark Bee, Sonia Barker, Frank Mortimer, Craig Rivett and Nick Webb.

The MDSG meets on a quarterly basis, whereby the group review and progress the Member Development Work Programme, which includes updates to the Joint Member Development Programme, Members Personal Development Plans, training updates and budgets reports. They also review the Member Role Descriptions which, once approved, are incorporated within the Council’s Constitution.

### 1.6 Member Personal Development Plans (PDP’s)

Newly elected Members are offered a PDP six months after election and a follow up in the third year of their term of office.

Re-elected Members are offered a PDP in the second year of their term of office, followed by an additional PDP in their fourth year of term.

PDP’s were offered to twelve newly elected Members who were elected in May 2015. Eight out of the twelve have undertaken a PDP. The table below summarises the PDP uptake for the third year term of May 2015 elected Members for.

Councillor	Date PDP undertaken
E Back	Not undertaken
J Ceresa	January 2018
T Gandy	March 2018
L Gooch	December 2017
A Green	December 2017
T Mortimer	Not undertaken
J Murray	December 2017

R Neil	Not undertaken
L Nicholls	April 2018
T Reynolds	Not undertaken
J Smith	December 2017
C Topping	January 2018

### 1.7 Member Training Needs

A number of training needs have been highlighted by Members throughout the year and identified through the PDP process which includes:

- Enhanced Scrutiny questioning skills
- A greater understanding of finance scrutiny
- Effective opposition training
- Full Council protocol including guidance on speaking in the chamber and the correct use of microphones
- General IT training to support working in a paperless environment
- Training and guidance on community engagement
- Social Media awareness and guidance on appropriate use

A number of externally provided training sessions were provided to Members in response to development requests. The table below summarises the costs associated with the externally provided training and the attendance levels.

Course	Cost	Member the course was offered to	Number of attendees
Scrutiny Best Practice & Effective Questioning Skills	£1,275.00	All Members of the Overview & Scrutiny Committee (13 Members)	12
Budget Scrutiny	£1,100.00	All Members of the Audit & Governance and Overview & Scrutiny Committee (17 Members)	12
Making an Effective Contribution in the Chamber	£875.00	All Members of the Council (48 Members)	8

## 2 HOW DOES THIS RELATE TO EAST SUFFOLK BUSINESS PLAN?

2.1 The Member Development strategy acknowledges that Councillors have a key part to play in achieving the shared vision set out in the East Suffolk Business Plan. The Council is committed to supporting Councillor's learning and development needs, ensuring that all Members have the necessary skills and knowledge to enable them to effectively carry out their community leadership roles. This commitment supports the Business Plan

objectives of Enabling Communities, Financial Self Sufficiency and Economic Growth, to the benefit of everyone in East Suffolk.

### **3 FINANCIAL AND GOVERNANCE IMPLICATIONS**

- 3.1 The Member Development Steering Group oversees a budget of £20,000 over a four year period for Member Development Activity. In order to make the best use of funds at the appropriate times, the budget has been profiled over a four year period. Greater funds are made available in the municipal year immediately after District Council elections, and less funding in the years leading up to elections.

### **4 OTHER KEY ISSUES**

- 4.1 Member Development is a key element in ensuring that Councillors are offered the necessary support, guidance and training to enable them to carry out their roles effectively in accordance with good governance and to the benefit of the community.

### **5 CONSULTATION**

- 5.1 The Member Development Update Report for 2017/18 has been developed with consultation from the cross-party Member Development Steering Group.
- 5.2 Consultation on the Assistant Cabinet Member Role Descriptions document being considered was undertaken with the Leader of the Council and the Member Development Steering Group.

### **6 OTHER OPTIONS CONSIDERED**

- 6.1 The option to not provide a Member Development programme was rejected as the Council has a duty to provide Councillors with the necessary skills, training and support to assist them in their roles.

### **7 REASON FOR RECOMMENDATION**

- 7.1 To ensure the continuous improvement of Member Development and to provide Councillors with the support, training and development they need to carry out their roles effectively.

#### **RECOMMENDATIONS**

1. That the Member Development Update Report for 2017/18 report be noted.
2. That the Assistant Cabinet Member Role Description, as attached at Appendix C to this report, be approved for incorporation into the Council's Constitution.
3. That the Member Development & Training Summary of Expenditure for 2017/18, as attached at Appendix E to this report, be noted.

#### **APPENDICES**

##### **Appendix A**

Joint Member Development Programme 2017/18

##### **Appendix B**

Draft proposed Member Development Programme 2018/19

<b>Appendix C</b>	Assistant Cabinet Member Role Descriptions
<b>Appendix D</b>	Training undertaken in 2017/18
<b>Appendix E</b>	Member Training & Development Summary of Expenditure for 2017/18

**BACKGROUND PAPERS – None**